**Declaration of conflict of interests for bidders/contractors**

**Proposed contract for**

**Tender reference: Review of Nottinghamshire Office of the Police and Crime Commissioner’s Functions, Roles and Responsibilities**

**Bidders’/Potential Contractors’ Declaration form: financial and other interests**

This form must be completed and submitted with the Response Document and Pricing Response Document to [CarolineHenryPCC@nottinghamshire.pnn.police.uk](mailto:CarolineHenryPCC@nottinghamshire.pnn.police.uk) no later than midday on Monday 12 July 2021.

This form is required to be completed in accordance with regulation 24 of the Public Contract Regulations

If any assistance is required in order to complete this form, then the Relevant Organisation should contact Charlotte Radford via [CarolineHenryPCC@nottinghamshire.pnn.police.uk](mailto:CarolineHenryPCC@nottinghamshire.pnn.police.uk).

The Contracting Authority may exclude a Bidder where there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Contracting Authority should not represent a conflict of interest for the Relevant Organisation.

Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and the Contracting Authority must notified to the Contracting Authority by completing a new declaration form and submitting it to [CarolineHenryPCC@nottinghamshire.pnn.police.uk](mailto:CarolineHenryPCC@nottinghamshire.pnn.police.uk)

Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the Contracting Authority and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of the Contracting Authority (including the award of a contract) might arise.

If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person (see first bullet point below for definition) themselves or of a family member, close friend or other acquaintance of the Relevant Person), include the following:

* the Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation (Relevant Person) has provided or is providing services or other work for the Contracting Authority;
* a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
* the Relevant Organisation or any Relevant Person has any other connection the Contracting Authority, whether personal or professional, which the public could perceive may impair or otherwise influence the Contracting Authority’s or any of its members’ or employees’ judgements, decisions or actions.

**Declaration:**

|  |  |
| --- | --- |
| **Name of Relevant**  **Organisation** |  |

**Interests:**

|  |  |
| --- | --- |
| Type of Interest | Details |
|  |  |
| Provision of services or other work for the Contracting Authority or |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |
| Any other connection with the Contracting Authority, whether personal or professional, which the public could perceive may impair or otherwise influence the Contracting Authority’s or any of its members’ or employees’ judgements, decisions or actions |  |

|  |  |
| --- | --- |
| **Name of Relevant Person** | [complete for all Relevant Persons] |

**Interests:**

|  |  |  |
| --- | --- | --- |
| Type of Interest | Details | Personal interest or that of a family member, close friend or other acquaintance? |
| Provision of services or other work for the Contracting Authority |  |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |  |
| Any other connection with the Contracting Authority whether personal or professional, which the public could perceive may impair or otherwise influence the Contracting Authority’s or any of its members’ or employees’ judgements, decisions or actions |  |  |

To the best of my knowledge and belief, the above information is complete and correct. I undertake throughout the term of the procurement process to update (as necessary) the information and promptly inform the Contracting Authority of such.

Name:

Signed:

On behalf of:

Date: